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October 5, 2012

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **REQUEST TO ISSUE NEW INFORMATION TECHNOLOGY SUPPORT
SERVICES MASTER AGREEMENT WORK ORDER**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to award a new Information Technology Support Services Master Agreement (ITSSMA) Work Order for one .NET software developer for a term of 12 months and to increase the total maximum amount for the Children's Health Outreach Initiatives (CHOI) project by \$180,000 from \$1,055,076 to \$1,235,076. This consultant will assist DPH in completion of the next phase of the CHOI replacement system development.

The CHOI program contracts with 12 community-based agencies, the Los Angeles Unified School District, the Los Angeles Office of Education, and the cities of Long Beach and Pasadena to provide outreach, enrollment, utilization, and retention services to uninsured families in Los Angeles County. In June 2003, community-based agencies began using the CHOI data collection and reporting system to enter client data, identify when clients needed to be contacted to verify program enrollment, and identify when agencies needed to provide assistance to clients with program renewal documents. Agencies also began using the system to track and report on the outreach, enrollment, utilization, and retention services they provide. From 2006-2007, the CHOI program made modest modifications and enhancements to the CHOI data collection and reporting system.

In 2009, DPH executed Work Order No. 04-2259 to enable CHOI to initiate efforts to design and develop a replacement system to support the continued growth of contracted agency users. The first phase of this replacement system was recently released to CHOI users and included major improvements in overall system design, workflow, function, and features. The CHOI replacement system provides enhanced data collection, reporting, and query capabilities to track enrollment trends. Continued development of the replacement system is needed to add system features, expand reporting, and enhance the user interface to improve overall system usability. In order to complete the next phase of the replacement system development, the CHOI program needs to issue a new Work Order to access the consulting services of a .NET software developer.

Scope of Work

The CHOI .NET Application Developer will be responsible for the development, enhancement, ongoing maintenance, documentation, implementation, and support of the CHOI Replacement system. Specifically, the Application Developer will carry out the following duties:

- Serve as lead software programmer and developer;
- Perform new software development, unit testing, support and maintenance, and code reviews of the application;
- Develop system design documentation and validating business and technical requirements; and
- Work with system administrators to configure infrastructure, deploy software builds and manage changes.

Justification

Health care reform may result in changes in the scope and approach for CHOI. Due to the uncertainty of the availability of grant funding for CHOI-related efforts, it is not practical for DPH to hire full-time County personnel for the required system development services at this time. In order to ensure the provision of these key services, DPH will continue to use consultants to complete the system development. To maintain continuity on this effort, DPH is requesting that a Work Order be awarded to allow DPH to contract for the consultant services needed to continue this critical system development effort and provide 12 months for DPH to execute a Board-approved contract or other appropriate contractual mechanism for ongoing system maintenance and enhancements. DPH will not request any additional time extensions or increases in dollar amounts for any of the ITSSMA Work Orders for the CHOI program.

Sufficient funds for this initiative are available in DPH's budget. Costs are 100 percent offset by the Healthy Kids Outreach Partnership grant from First 5 LA and local Medi-Cal Administrative Activities (MAA) funds. The proposed request for a new Work Order will increase the CHOI project total maximum amount as follows:

Work Order No.	Work Order Description	Start Date	End Date	Work Order Amount
04-751	Public Health Children's Health Outreach Initiative Modifications (Legacy System)	03/22/06	04/18/08	\$299,650
04-814	California State Children's Outreach System Modifications (Legacy System)	07/12/07	01/31/08	\$95,000
10-1175	California State Children's Outreach System Modifications (Legacy System)	07/12/07	04/18/08	\$53,869
04-2259	DPH CHOI Replacement System: Principal Application Developer	08/04/09	03/18/11	\$205,757
7G-1325	California State Children's Outreach System Training (Replacement System)	07/12/07	06/30/13	\$400,800
TBD (New WO)	Children's Health Outreach Initiative .NET Application Developer (Replacement System)	TBD	12 months from WO execution	\$180,000
GRAND TOTAL:				\$1,235,076

Notification Timeline

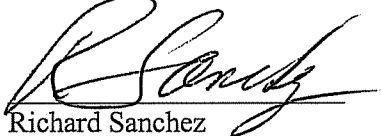
Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to request the ISD to release this Work Order for bidding and increase the maximum dollar amount. DPH will not request any additional time extensions or increases to the maximum dollar amount for any of the aforementioned CHOI Replacement System project ITSSMA Work Orders. If no objection is received from your Board in ten business days upon receipt of this Board notification, we will request ISD to proceed with the Work Order solicitation and award.

If you have any questions or would like additional information, please let me know.

JEF:sb

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chief Information Officer
Director, Internal Services Department

REVIEWED BY:



Richard Sanchez
Chief Information Officer

10-12-12
Date